

## **Appendix A – License Review Process**

### **HRMS Central Security:**

1. Confirms the number of agency's professional user licenses (HCM + BI).
2. Confirms the agency's license allocation.
3. If the agency is within their license allocation the request will be completed.

Note: Every six months, HRMS Central Security will audit agency's professional users to identify users who have not logged in during the past 12 months. If users are identified, HRMS Central Security will remove the roles from positions or delete accounts and then notify the Agency Security Requestors of the changes made.

### **If the request brings the agency license count above the number of allocated licenses:**

4. Provides the Agency Security Requestor with the following information to help identify possible ways to reduce agency license count:
  - a. Logon information for current professional users to help identify users who may not be utilizing their accounts
  - b. Double-filled positions that have professional roles

### **If there are licenses available:**

5. May approve access as long as there are excess licenses available with the understanding that these licenses could be removed if future license audits show an overage.

### **If there are no licenses available:**

6. Will review license assignments and work with the agency to try to reduce the number of licenses assigned. If a reduction is not possible, we will attempt to identify allocated licenses that are not being used in other agencies and may ask to delay the requested license assignment.

### **Agency:**

7. Decides to:
  - a. Continue with User Access Request with the understanding changes may be needed in the future
  - b. Continue with User Access Request and submits an additional request for user reductions or removal of professional user account(s)
  - c. Cancel User Access Request